

Town Meeting Coordinating Meeting on March 27, 2008

1. **Call to Order:** Present were Otto Stein, Stephanie O’Keeffe, Judy Simpson, Peggy Roberts and Carol Gray. Phil Jackson was absent.
2. **Minutes:** Edits were made to the March 10 minutes including a correction: TMCC terms are ending at the close of Annual Town Meeting for Otto Stein, Phil Jackson, Peggy Roberts and Stephanie O’Keeffe. Judy moved to approve the minutes as amended, Otto seconded, and all voted in favor of adopting the minutes from March 10, 2008.
3. **CPAC & JCPC Forum, Wed., April 9, 7:30-9pm.**

Carol said Liv Baker will be presenting about CPAC and hopefully will do the powerpoint that the CPA Coalition in Boston had put together. Stephanie recommended sending the press release to Scott Merzbach at the Bulletin since he has the politics beat. Carol will do a press release and send it out. Peggy recommended we send it to the Gazette and the Republican (contact person Diane Lederman). Otto recommended Bruce Griffin might be another speaker who could address CPA since he used to be on it. Judy recommended Denise Barbaret as another possibility to speak about CPA. Carol said she was waiting to hear back from the Town Manager about whether Town Counsel might be able to speak on the panel about legal issues related to CPA. Peggy suggested we have an evaluation form for the forum.

Carol suggested we have a phone available to take calls from the at-home audience if the forum is live. Judy thought it was going to be live. One person mentioned that we might need to have trained staff to do a phone-in. Stephanie said we could have someone designated with a cell phone that could take questions and announce them. Carol will talk to ACTV about this.
4. **Bus Tour, Sunday, April 13, 2-4pm:**

Carol and Harry will work on the bus tour. Harry has already reserved the bus. Carol asked if the bus tour and forum dates could be sent to Town Meeting members on the TMCC subscription list. Stephanie said she would arrange that and could include links to the Town Meeting pages.
5. **Material for Packets to TM members:**
 - a. ***First packet: deadline is Monday, April 7 at noon*** (mailing 4/9)
 - i. To include the warrant review, the bus tour, and precinct meetings, and the mentoring sheet.
 - ii. Judy circulated a couple memos that were included in the Town Meeting packets last year (e.g., on how to shorten Town Meeting and encouraging people to submit back table documents electronically.)

b. ***Second packet: Deadline Monday, April 14 at noon*** (mailing 4/16)

Regarding the TMCC page on the Town website, Peggy pointed out there is no email address included for people to contact TMCC. Stephanie will arrange for an email address to be included for TMCC; the email will then be forwarded to Peggy.

6. Calling new Town Meeting members: Judy will be in touch with Phil to arrange calling of new members after the election.

7. Otto opened up discussion on whether we should suggest changes in the voting procedure for **the election of TMCC members**, e.g., should the ballot box be kept open a half hour after the close of Town Meeting to allow more people the chance to vote. Otto and Judy suggested using the tally vote cards for voting (e.g., printing the names of TMCC candidates on the tally vote card.) In terms of keeping the polls open later, Peggy mentioned that the clerk might be concerned about staff staying late. Stephanie suggested we talk to the clerk about concerns about voting and hear what she has to say.

Stephanie and Judy discussed going to speak to the clerk about this issue, but ultimately decided it made more sense to talk more about the idea of publicizing the election, perhaps with TMCC members reminding people to vote and announcements being made to encourage voting. Carol suggested there be an announcement at the beginning of the meeting when the vote happens and 15 minutes before the ballot box closes. Otto suggested having an announcement two meetings prior to the meeting where the voting occurs. Carol asked what the voter turnout had been at the last TMCC election. Someone thought there might have been about 600.

8. Mentoring: Judy's flyer on mentoring will go in one of the packets. We discussed the idea of letting new members choose a mentor versus being assigned a mentor. Stephanie suggested language that allowed for either choosing a mentor or being matched with one. The sense of the group was that that was the way the announcement should read.

9. Library Shelf for Town Meeting Information:

Judy and Harry talked to Jim Lescault from ACTV about making the DVDs. Judy also talked to Rosemary Loomis from the library about setting up the shelf. Judy has already put numerous materials on the shelf (e.g., the League of Women Voters' Town Meeting Handbook and The Zoning Bylaws.) Judy hasn't yet gotten a copy of the Open Space Plan, but will get that from Dave Ziomek. Judy has a binder already on the shelf and will add copies of all Town Meeting materials to the binder.

10. TMCC on Town Web Site:

Stephanie provided a copy of the webpage that has the list of resources with links to local and state laws, the League of Women Voters, relevant memos, etc. Carol suggested we include a link to Town Meeting Rules. Carol will look for an already existing link and will email that to Stephanie. Peggy will look for a memo that TMCC had about how to prepare a petition article well. The memo includes suggestions about preparing a

potential article for the warrant. Carol asked if the memo could be brought to the group before posting since she wouldn't want the suggestions to seem like hurdles that might deter a petitioner from submitting an article. She also suggested that the memo include the relevant part of the bylaws that discuss the logistics of doing a petition article (e.g., where you go to get the petition form, how many signatures you need for Annual Town Meeting versus Special Town Meetings, etc.) Judy pointed out the League has a section on petition articles that we could paraphrase.

11. Warrant Review:

There was a brief discussion about the warrant review. Peggy and Otto are working with the League on the Warrant Review. Carol asked to have petitioners included in the presentations, particularly for any articles involving zoning since zoning is always one of the most complicated things on the warrant. She also raised a concern about giving large blocks of time to single individuals, noting that last time much of the Planning Board's block of time was used to talk about zoning generally without addressing the specific articles. She suggested it might be more interesting for the public and more directly relevant to the articles if there were more people involved, each giving a short presentation of a couple minutes on specific articles. Peggy and Otto will be discussing the format with the League.

12. Miscellaneous:

Judy suggested we publicize the **ACTV replays** of the forum, warrant review, and bus tour. Stephanie suggested we again publicize the request that people submit material to be put on the back table electronically.

Carol asked about the status of the **suggestions report** (explaining how some suggestions have been dealt with and/or implemented). Peggy said she had worked on that report for a considerable amount of time. We talked about whether TMCC should have an oral report during the reports from committees. The sense of the group was that we should have an oral report. Carol suggested it might not be necessary to have a written report as well.

13. Next Meeting: Our next meeting is April 8 from 5-6:30pm in the First Floor Meeting Room of Town Hall.

14. Adjournment: Judy moved and Otto seconded that we adjourn. All voted in favor and we adjourned at 6:37pm.

Carol Gray, Secretary